

## Finland Cooperative Board Meeting September 13th, 2018

**Present: Kaare Melby, Michelle Duhant, Stacy Breden, AM Karl Klinker, Matt Morris, Honor Schauland, Andy Gomez, Manager Mike Coyle**

Meeting called to order at: 6:46pm

Minutes: MSP Michelle, Andy to accept August meeting minutes.

Treasurer's Report - checkbook is still with a former treasurer - Michelle is the current treasurer but has never had a checkbook. Noted that we don't really need a physical checkbook, maybe we should get an e-venture account where checks can be dealt with online. Motion Stacy Second Andy Passed unanimously to close current account and open a new e-venture account or other checking account, whatever makes the most sense. Officers will have to sign at credit union to make it official.

Manager's Reports -

Karl - AEOA paperwork set up. Deferred loan is \$58,453. Will settle up when all the work is done. Roof is done. It's the old metal roof with insulation and rubber over the top of that. Warm in the store right now without air conditioners. Working on dealing with that with different fans and things. Heating and cooling contractors should be back next week or week after, depends on when the units show up. Mike and Brooke patched holes in the parking lot.

Mike - Computers have been disposed of, boxes of cords and stuff are gone too. Playing tag on the overdue accounts this week. Removed #14 from the list, since we are going to have to write it off. Go over snapshot report. Discuss budgeting. Mike hands out a comparative income and budget projections sheet, wants the board to compare and get familiar with this. Mike also hands out review paperwork form for Karl's review. **\*Honor find Karl's previous review - give copy of the first one to Mike for the file.** Discuss a personnel issue - Karl dealt with it, made a note for file. Issue happened again. Discuss possible consequences to discourage this issue. Good employee, does good work, just needs to step it up. Removing discount temporarily, week off without pay, lots of options before firing. Board is clear that Mike and Karl should work together to figure it out. Got a new applicant, but didn't show up for the interview. Got good feedback from a member on the new organic feed.

<Karl leaves>

Mike discusses personnel issues, closing times and procedures. All resolved. Still want Karl to have more training on spreadsheets - there's a free online tutorial Mike has encouraged him to do as soon as possible - takes 6-8 hours to complete. Also want to sign him up for an in-person class too, but this would give him a head start. Tuesdays are the days Mike and Karl sit down and go over fuel etc, **\*Mike will try to go over some spreadsheet stuff with Karl then. \*Mike will also look at Google Sheets, since they are similar.** Mike was really pleased with how Karl and the employees did the shelving project. Really benefited the store and built morale at the same time. <Mike leaves>

Go over the review process to prepare. We want Mike to fill out the form while we talk to Karl.  
<Karl comes in>

Buckwheat orders - Speedee delivery gives no real break on pallet size orders. Shipping was less with this last order, so we'll see how this shakes out. Did August end-of-month all by himself. Going through each account making sure it's current, make sure everyone is being charged interest correctly or getting discounts correctly. Ordered 2 loads of fuel this week because hurricane coming, gas prices are going up. Good margins on these loads. Discuss the current separate spreadsheets for Mike and Karl for fuel, wouldn't google sheets work better - one spreadsheet instead of two? **\*Kaare will help set this up if necessary.**

Karl's review - See separate notes and forms.

Old Business - Local Producer policy - review Karl's draft policy. This is about capturing a market/margin that the Co-op is currently losing. Local chicken/egg producers are currently forced to buy feed elsewhere, and the co-op isn't getting any of the margin for that. Discuss trying out charging Co-op's cost plus 10%. **\*Karl and Mike will create an order form that the producer would fill out which includes the amount due.** Discuss order minimums.

Consensus is that a minimum order is not necessary. May want to consider a \$50 deposit for new accounts - could cover late fees. Could be waived for extenuating circumstances. Could be a provision that if it's not picked up in a certain time, it's the co-op's and can be sold. Board will revisit policy revisions at the next meeting. Mike and Karl will keep track of time spent on this project.

Shares to approve: Bryan Hooks, Diane Helander, Troy Fisher, Sandy Gunnink, Bonita Woodard, Richard Long, Esko Rantanen, John Crosby, Lilla Gidlow. MSP Andy, Michelle to approve all.

Update from the 8-24-18 Employee meeting - Mike needs to notify Karl and other employees of any schedule changes. Cleaning hours changed from 5-8pm to 6-9pm. Communication is so important.

Ask Mike for his comments for Karl's review: Having no background in management and accounting and other assistant management skills, he's come a long way. Seeing improvements now that Mike is able to take time off. He's been doing ordering for about a year, but it's seasonal and now what Mike hopes to see is maximizing margins. That's the next phase. Communication. Lots of people helping with ordering - gotta communicate.

<Karl and Mike leave>

Finish discussing Karl's review. Karl has a lot of potential. Karl should take an Excel class and we would like a communication class for both Mike and Karl to attend. Discuss the asked for raise. Karl currently makes \$ . Consensus to give Karl a raise. MSP to Andy, Michelle to raise Karl's salary to \$ a year.

MSP Stacy, Andy to adjourn at 10:32pm.